

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

46

MAY 20, 2003

**FROM: ROBERTA YORK, DIRECTOR
 PRESCHOOL SERVICES DEPARTMENT**

**SUBJECT: SUPPLEMENTAL GRANT APPLICATION TO ADMINISTRATION FOR
 CHILDREN AND FAMILIES**

RECOMMENDATION: Approve applications and authorize the submission of supplemental grant applications to Administration for Children and Families for Fiscal Year (FY) 2003/2004 funding in the following areas:

<u>FUNDING TYPE</u>	<u>AMOUNT</u>	<u>GRANT DUE DATE</u>
COLA/Quality/T&TA	\$650,000	June 2, 2003
One-Time Supplemental Funds	\$895,278	June 2, 2003

BACKGROUND: The Administration for Children and Families (ACF) has made Cost of Living Adjustment (COLA), Quality, Training and Technical Assistance (T&TA) and "One-Time" Supplemental funding available to supplement PSD's base funding for the Head Start program for FY03/04. PSD intends to apply for this supplemental funding according to the ACF guidelines, which outline the specific use for these funds.

The COLA funding can be used to pay for staff salary increases and benefits. Quality Improvement funds can be used to implement the National Reporting System on child outcomes, and for training costs associated with improving age-appropriate early literacy instruction. These funds are available for PSD staff and the four (4) current Delegate Agencies.

PSD proposes to use the COLA, Quality and T&TA funding as follows:

1. Award a 3% across the board salary increase to all PSD employees per the County of San Bernardino Memorandum of Understanding.
2. Award a 2.5% or 5% salary step increase to PSD employees who are eligible for such increase per the County of San Bernardino Memorandum of Understanding (MOU).
3. Increase the corresponding benefits resulting from the MOU increases.
4. Fund training costs associated with the National Reporting System on child outcomes and costs to improve early literacy instruction.

ACF Regional Offices has funds available that can be used to help address one-time, non-recurring, funding needs. Such expenses may include facility purchase or renovation, replacing out-of-date equipment, emergency health costs, correcting deficiencies, and information technology.

Page 1 of 2

Record of Action of the Board of Supervisors

46

SUPPLEMENTAL GRANT APPLICATIONS TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES

May 20, 2003

Page 2 of 2

46

PSD proposes to use the One-Time Supplemental funds in the following:

1. Facility Renovation – PSD will purchase, replace and upgrade playgrounds and equipment at 10 sites (Barstow, Boys and Girls Club, Cucamonga, Del Rosa, Hesperia, North Redlands, South Redlands, Renaissance, Victorville, Waterman Gardens). In addition, the playground at the new Adelanto site needs irrigation and grass and the Butler Building Warehouse's bathroom needs major repairs.
2. Equipment Purchases – Replace 2 old network servers, 6 copiers, and 1 duplicator.
3. Correct Deficiencies – During the Federal Review in January 2002, 3 sites were identified as needing walls and sound dampening equipment to make the sites more conducive to children's learning. In addition, the Big River site needs a new climbing structure.
4. Facility Construction/purchase – PSD proposes to relocate its Administrative offices in 2004. This move will require updated technology, office cubicles, and moving costs will be incurred.
5. Information technology – In order to comply with ACF Program Instructions, PSD has purchased an automated tracking system, which is designed to track the provision of services to children and families. Additional site computers and networking equipment will be purchased to support this system and improve information technology. Satellite and video conferencing equipment will be purchased to enhance communication and training opportunities for distant sites.

When approved, these grants will be effective July 1, 2003 through June 30, 2004.

REVIEW BY OTHERS: These applications have been reviewed by the PSD Policy Council on April 21, 2003, the PSD Shared Governance Board on April 28, 2003, and the Office of County Counsel (Julie Surber, Deputy County Counsel) on May 8, 2003. The item has been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst) on May 7, 2003 and by HSS Finance Manager (Kristin Letterman) on May 8, 2003.

FINANCIAL IMPACT: Approval of these grant applications will result in no additional cost to the County. If the applications are approved, the resulting combined revenue of \$1,545,278 will be 100% Federally funded by the Administration for Children and Families through the Federal Head Start Program.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends this action, as the revenue received under the Head Start Program is 100% reimbursed by the Federally funded Head Start Program.

SUPERVISORIAL DISTRICT (S): All

PRESENTER: Roberta York, Director, Preschool Services Department (909) 387-2355

46